

# United States Bankruptcy Court

## District of Connecticut

### Vacancy 2010-02

**Position:** Database Administrator

**Location:** Hartford, Connecticut

**Tour of Duty:** Full Time

**Salary Range:** CL 27/28 (\$50,619 to \$98,620)  
Based on Qualifications and Experience

**Opening Date:** March 12, 2010

**Closing Date:** Until Filled

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#### **Position Overview:**

Applications supported by the incumbent will include a nationally supported web-based Bankruptcy client management system (CM/ECF). The DBA performs a variety of database administration functions as required by project and daily demands. These duties include but are not limited to:

- Development of custom informational and statistical reports utilizing third party reporting tools or programming languages such as Perl and Java.
- Analyze user needs and software requirements to determine feasibility of design within time cost and constraints.
- Confers with technical staff and end users to design software applications, including exchanging information on project limitations and capabilities, performance requirements and interfaces. Provides end user support for applications supported.
- Installation, configuration, maintenance, and support of Court applications resident on Red Hat Linux, and Windows servers including databases, data query/retrieval programs, third party reporting tools such as Crystal Reports and Informix database administration utilities.
- Coordinates the maintenance and updating of the Court's CM/ECF Intranet, Internet and other related web sites.
- Troubleshoots program errors, working directly with users to identify and explain the causes of errors and actions necessary to prevent reoccurrence.
- Analyzes CM/ECF process and procedures required to streamline court operations.
- Responsible for assessing requests to modify the CM/ECF system, evaluating and making recommendations regarding requests to management.

- Installation, testing of new CM/ECF releases and updates. Modification of scripts to implement court procedures. Notification to management of impact of new releases on court staff, the bar and trustees.
- Write code to specification. Documents work. Develops related custom reports. Prepares flow charts as needed. Performs routine testing.
- May assist with training the Information Technology staff on new programs and applications.

The incumbent will also be required to attain and retain a thorough working knowledge of the court procedures, processes, and policies supported by court applications and databases. The incumbent must be able to communicate effectively with management, judicial officers, their staff as well as all staff within the Clerk's office, and support staff at Systems Deployment and Support Division (SDSD)..

### **Minimum Requirements:**

To be considered for this position, a person must be a high school graduate or equivalent with the minimum of three years of specialized experience including at least one year equivalent to work at the CL 26 level to be qualified for the CL 27 level. To be qualified for the CL 28 level a person must be a high school graduate or equivalent with the minimum of three years of specialized experience including at least one year equivalent work at the CL 27 level.

**General experience** is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position.

### **Specialized experience:**

Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems and process analysis, design, programming, implementation, integration, and management. Education above the high school level may be substituted for required specialized experience.

### **Preferred experience:**

- Three years of Informix Database Administration experience preferred.
- Experience with CM/ECF administration and configuration preferred.
- Experience with Crystal Report writing preferred.
- Experience working with SQL databases and writing complex SQL statements preferred.
- Data Quality Analyst experience preferred.
- Ability to work outside scheduled hours to resolve technical issues quickly.

**Education Substitutes:** Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semesters or 45 quarter hours equals nine months of experience.)

- ◆ Applicants who have filed an application within 90 days of this announcement may indicate their intent to apply by submitting a written request to the Human Resource Manager.
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- ◆ This job announcement may involve filling more than one position description herein.
- ◆ Duty station assignments are at the discretion of the Clerk of Court
- ◆ Participation in the interview process will be at the applicants own expense. The court will not pay for relocation expenses.
- ◆ This position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- ◆ The final candidate may be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.
- ◆ In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.
- ◆ Employees of the U.S. Bankruptcy Court are "At Will" employees.

**Benefits:**

- ◆ 13 days paid vacation for the first three years
- ◆ 20 days paid vacation after three years
- ◆ 26 days paid vacation after fifteen years
- ◆ A minimum of 10 paid national holidays
- ◆ Participation in the Federal Employees Health Insurance Program
- ◆ Participation in a Group Life Insurance Program
- ◆ Participation in the Federal Employees Retirement System

**THIS COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Vacancy Announcement 10-02**

**Posting Date: 3/12/2010**  
**Information to Applicants**  
**How to Apply:**

Mail, Hand Deliver or Fax a resume to:  
 Louis A. DiLella  
 Human Resource Manager  
 United States Bankruptcy Court  
 District of Connecticut  
 450 Main Street  
 Hartford, CT 06103  
 FAX: 860-240-3680

